



PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY

POLICY NUMBER:	14	DATED:	November 24, 2000
TITLE:	BLOODBORNE PATHOGENS	APPROVED BY:	Katherine Boxer Latipow

14-0. TABLE OF CONTENTS

TABLE OF CONTENTS	1
REFERENCE	1
POLICY	2
EXPOSURE DETERMINATION	2
METHODS OF COMPLIANCE WITH DEPARTMENT SAFE WORK PRACTICES	2
General	2
Engineering and Work Practice Controls	2
Reporting Potential Exposure	4
PERSONAL PROTECTIVE EQUIPMENT	5
HOUSEKEEPING	5
HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION AND FOLLOW UP	5
HEPATITIS B VACCINATION	5
POST-EXPOSURE EVALUATION	6
TRAINING	6
APPENDIXES	6
Administration	7
Parks	8
Recreation And Community Services	9
Zoo	10
Hepatitis B Vaccination Program	11

14-1. REFERENCE

- (a) Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Section 5193
- (b) City of Fresno Injury and Illness Prevention Program

BLOODBORNE PATHOGENS

PAGE 2

November 24, 2000

14-2. POLICY

Departmental Divisions must make a blood exposure determination to determine if any employee is "reasonably anticipated" to contact blood or other potentially infectious materials. Such potential contact would require a written risk mitigation plan. Employees who work in or frequent areas of potentially infectious materials shall comply with the Departments Safe Work Practices contained in this policy.

14-3. EXPOSURE DETERMINATION

See appropriate Appendix. Administration Division has determined that they do not have an exposure.

Appendix A. Administration

Appendix B. Parks

Appendix C. Recreation and Community Services

Appendix D. Zoo

14-4. METHODS OF COMPLIANCE WITH DEPARTMENT SAFE WORK PRACTICES

(a) General

Wastewater and solid waste contains body fluids and other potentially infectious material, therefore, extreme care in handling it will be exercised. Contact will be limited to the fewest number of personnel possible to accomplish a task. The Solid Waste Management Division is not authorized to collect or transport, knowingly, any items that have been categorized as "regulated waste" or "biohazard", or that has the potential for containing bloodborne pathogens.

(b) Engineering and Work Practice Controls

(1) The following controls will be used to minimize employee exposure:

BLOODBORNE PATHOGENS

PAGE 3

November 24, 2000

- (A) The cleaning of hands immediately, or as soon as feasible, after removal of gloves by the use of antiseptic cleanser in conjunction with clean paper towels.
- (B) The washing of hands and any other skin with antiseptic cleanser and water immediately or as soon as feasible following contact with blood or other potentially infectious material. Staff shall also wash hands after:
 - 1. After removing Personal Protective Equipment.
 - 2. After handling potentially infectious materials.
 - 3. After cleaning or decontaminating equipment.
 - 4. After using the bathroom.
 - 5. Before eating.
 - 6. Before and after handling or preparing food.
- (C) Needles or other sharp objects shall not be handled.
- (D) Eating, drinking, smoking, applying cosmetics, and/or contact lenses will be prohibited in work areas where contaminants pose a risk.
- (E) Food and drink shall not be kept in ice chests, refrigerators, freezers, shelves, cabinets or on counter tops where blood or other potentially infectious materials are present.
- (F) All procedures for sampling and/or analysis shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets. This will be accomplished by the slow and careful transfer of all potentially infectious liquids.
- (G) All potentially infectious materials shall be placed in a clearly marked container which prevents leakage during collection, handling and transporting.

BLOODBORNE PATHOGENS

PAGE 4

November 24, 2000

- (H) All containers used for collection, handling, and transporting will carry the infectious waste symbol indicating a possible biohazard.
 - (I) If outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during handling and transporting.
 - (J) Equipment which may become contaminated will be decontaminated as necessary.
 - (K) Once samples are analyzed, they will be decontaminated for at least one hour at 121EC at a pressure of 15 psi or until sterilization indicator strips are positive for complete sterilization.
- (c) Reporting Potential Exposure
 - (1) All direct contact by staff with potentially infectious material will be reported to their supervisor prior to the end of the shift that the employee is working.
 - (2) Supervisors will:
 - (A) Complete the "Worker Compensation Preliminary Report" (Appendix E).
 - 1. Document the route of exposure and the circumstances under which the exposure incident occurred.
 - 2. Identify and document the source individual in instances of direct exposure to blood or other potentially infectious materials, where possible.
 - (B) Transport the exposed employee to a medical treatment facility so that blood can be collected and tested after consent is obtained.
 - (C) Notify:
 - 1. Section Chief of affected employees.
 - 2. The City Safety Officer.

BLOODBORNE PATHOGENS

PAGE 5

November 24, 2000

3. The Department Safety Officer.
4. The Division Safety Officer.
- (D) Provide the medical treating facility with a copy of this Appendix, a description of the exposed employees duties, and Title 8, California Code of Regulations, Section 5193.
- (E) Request that the doctor provide a written opinion within ten days. Provide a copy to the employee within fifteen days.

14-5. PERSONAL PROTECTIVE EQUIPMENT

- (a) The following equipment will be made available to each employee and shall be utilized whenever a potential contact with bloodborne pathogens or other infectious material may exist.
 - (1) Disposable gloves; for single use only.
 - (2) Masks and face shields.
 - (3) Protective body clothing (e.g., lab coats, aprons, rubber boots, etc.).
 - (4) Contaminated personal protective equipment will be placed in red containers labeled with an appropriate biohazard warning label.

14-6. HOUSEKEEPING

All work sites and equipment shall be maintained in a clean and sanitary condition.

14-7. HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION AND FOLLOW UP

- (a) The Hepatitis B vaccine shall be available to all employees who have occupational exposure. A post-exposure evaluation and follow-up shall be available to all employees who have had an exposure incident.
- (b) Work areas shall be disinfected after use by washing with dilute chlorine bleach or equivalent anti-viral agent.

BLOODBORNE PATHOGENS

PAGE 6

November 24, 2000

- (c) Sample containers shall be disinfected after use by washing with dilute chlorine bleach or by autoclave sterilization.

14-8. **HEPATITIS B VACCINATION.** The Hepatitis B vaccine shall be:

- (a) Available after an employee has received training and within 10 days of initial assignment and prior to working where there is a possibility of exposure.
- (b) If an employee initially declines the vaccine, but changes his/her mind, the vaccine shall be made available.
- (c) An employee who declines the vaccine must sign a statement of declination to indicate that training was provided and that knowledge of the risk is acknowledged.

14-9. **POST-EXPOSURE EVALUATION.** Following a report of an exposure incident, a medical evaluation shall be made available to the employee. This will include:

- (a) Blood test to determine HBV and HIV infection.
- (b) Provide post-exposure prophylaxis, when medically indicated.
- (c) Provide counseling, when medically indicated.

14-10. **TRAINING**

- (a) Training shall be accomplished according to the following schedule:
- (b) Within 10 days of initial assignment and prior to working where there is a possibility of exposure.
- (c) Annual refresher training is required.

APPENDIXES

- A - Administration
- B - Parks
- C - Recreation and Community Services
- D - Zoo
- E - City Of Fresno, Hepatitis B Vaccination Program

APPENDIX A Administration

Job Classifications Affected

The following is a list of all job classifications that have occupational exposure:

None

The following is a list of all job classifications in which employees have some occupational risk:

Director

Assistant Director

The following is a list of tasks performed by personnel in which occupational exposure could occur:

Visiting and inspecting parks.

APPENDIX B

Parks

Job Classifications Affected

The following is a list of all job classifications that have occupational exposure:

Parks Maintenance Workers

Laborer's

Supervisor I

Supervisor II

The following is a list of all job classifications in which employees have some occupational risk:

Division Manager

The following is a list of tasks performed by personnel in which occupational exposure could occur:

Custodial

Maintenance of Facilities

APPENDIX C

Recreation And Community Services

Job Classifications Affected.

The following is a list of all job classifications that have occupational exposure:

Recreation Leaders

Recreation Supervisors

Recreation Administrative Staff

The following is a list of all job classifications in which employees may have some occupational risk:

Division Manager

The following is a list of tasks performed by personnel in which occupational exposure could occur:

Cleaning Restrooms

Picking up debris in the park

Providing First Aid and CPR

APPENDIX D

Zoo

Job Classifications Affected

The following is a list of all job classifications that have occupational exposure:

Entire Staff

The following is a list of all job classifications in which employees may have some occupational risk:

The following is a list of tasks performed by personnel in which occupational exposure could occur:

Cleaning Restrooms

Picking up debris in the park

Custodial

Maintenance of Facilities

Providing First Aid and CPR

Exposure to infected animals

APPENDIX E
CITY OF FRESNO
Hepatitis B Vaccination Program

I understand that due to my occupational exposure to blood and other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection.

I have been given a copy and have read, or have had explained to me the information contained in the Vaccine Information Pamphlet(s) or the appropriate Important Information Statements about the diseases and vaccines. I have had a chance to ask questions which were answered to my satisfaction. I believe I understand the benefits and the risks of the vaccine.

At this time:

1. _____ I request that I be provided the vaccine.

2. _____ I decline the vaccine.

I understand that if, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and want to be vaccinated, that I can receive the vaccination series at no charge to me.

Signed: _____ Print Name _____

Dept./Division Parks, Recreation and Community Services/